



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 5724.1B
PAO

AUG 11 1995

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 5724.1B

From: Commander, Naval Training Center

Subj: INSTRUCTION AND POLICY CONCERNING FLEET HOME TOWN NEWS
PROGRAM

Ref: (a) SECNAVINST 5724.3
(b) SECNAVINST 5720.44A

1. Purpose. To describe and set forth policies for the Naval Training Center (NTC) Staff Fleet Hometown News (FHTN) Program and to provide instruction and guidance for participation.

2. Cancellation. NTCGLAKESINST 5724.1A.

3. Background. The FHTN Program as described in reference (a) provides the most effective and economical means of distributing information about individual service members to their hometown news media. These releases emphasize the accomplishments and activities of the individual and are not intended to publicize routine command activities or overall service programs. For purposes of this instruction, the term "hometown" refers to the place of residence of the service member's immediate next of kin, and, when appropriate, college alumni publication. Other hometown ties could include another blood relative or an in-law or legal guardian living in a community in the United States or its possessions. Spouses, dependent children or friends are not used for hometown ties. This precludes the possibility of harassment in the event official duties require the service member to be away from the individual's residence on a periodic basis.

4. Release of Material

a. General. In accordance with reference (a), all NTC Staff hometown news material will be forwarded to FHTNC for placement with the news media except as set forth in paragraph 4b.

b. Authorized Exceptions

(1) Hometown news material concerning a member of the command whose hometown is within 50 miles of Great Lakes may be placed directly with local media.

(2) Hometown news feature material may be provided directly to any news media making requests for information on specific individuals, subject to the media-relations directive of reference (b).

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5. Action

a. Administrative Officer. The Administrative Officer will ensure all military personnel reporting on board will check-in with the Public Affairs Office (PAO):

b. Command Master Chief. The Command Master Chief will notify the PAO when military staff members receive decorations and awards.

c. Department Heads. Department Heads will notify the PAO when military staff members are promoted, complete schools (four weeks or longer), re-enlist, or retire.

d. Public Affairs Officer. The following actions will be taken:

(1) Encourage staff members to participate in the FHTNC Program and include FHTN in indoctrination briefings.

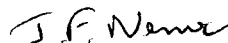
(2) Assist new staff members in the preparation of FHTN Release Forms and verify accuracy of information.

(3) Prepare roster stories applying to all members of the command, as in cases of major operational or special events in which every staff member participated.

(4) Forward all FHTNC material to:

Director
Fleet Home Town News Center
Naval Station, Building X-18
Norfolk, VA 23511-6698

(5) Maintain a 90-day record of each NAVSO 5724/1 mailed to FHTNC. The record should show the name and social security number of the individual submitting the form, the news event, and the date sent.


J. F. NEMEC
Chief of Staff

Distribution:
NTCGLAKESINST 5216.5M
List I

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